

HOUSING

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GOALS, FUNCTIONS AND RESPONSIBILITIES: To preserve and to expand decent, safe and affordable housing opportunities for City residents, primarily low and moderate-income families, to encourage residential and commercial revitalization, to monitor compliance with fair housing laws, and to facilitate compliance with State and local laws affecting landlord-tenant rights and responsibilities.

OBJECTIVES:

- To investigate, counsel and conciliate landlord-tenant complaints and housing inquiries.
- To provide assistance to low and moderate-income, first-time home buyers who have lived and/or worked in the City of Alexandria for at least six months to purchase homes in the City of Alexandria. Income-eligible police officers and deputy sheriffs are eligible for additional assistance if they purchase in Police-designated target areas.
- To provide no-interest rehabilitation loans to low and moderate-income homeowners in the City of Alexandria.

TOTAL FINANCIAL RESOURCES *

	FY 2004 ACTUAL	FY 2005 APPROVED	FY 2006 PROPOSED	FY 2006 APPROVED
EXPENDITURES <ALL FUNDS>				
PERSONNEL	1,333,683	1,555,192	1,620,407	1,668,085
NON- PERSONNEL	4,794,821	2,283,426	2,125,615	5,775,615
CAPITAL GOODS OUTLAY	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL EXPENDITURES	<u>6,128,504</u>	<u>3,838,618</u>	<u>3,746,022</u>	<u>7,443,700</u>
SPECIAL REVENUES AND OTHER SOURCES				
SPECIAL REVENUE FUND	<u>5,087,990</u>	<u>2,383,533</u>	<u>2,120,650</u>	<u>3,010,465</u>
TOTAL SPECIAL REVENUES AND OTHER SOURCES	<u>5,087,990</u>	<u>2,383,533</u>	<u>2,120,650</u>	<u>3,010,465</u>
GENERAL FUND	<u>1,040,514</u>	<u>1,455,085</u>	<u>1,625,372</u>	<u>4,433,235</u>

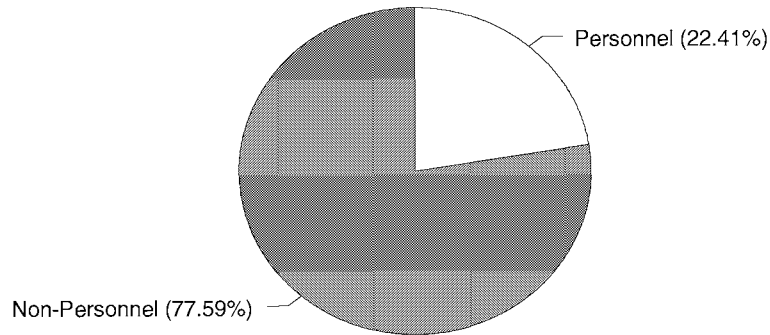
PERCENT CHANGE GENERAL FUND - FY 2005 TO FY 2006 APPROVED 204.7%

FULL-TIME POSITIONS	20	20	20	20
TOTAL AUTHORIZED POSITIONS	20	20	20	20

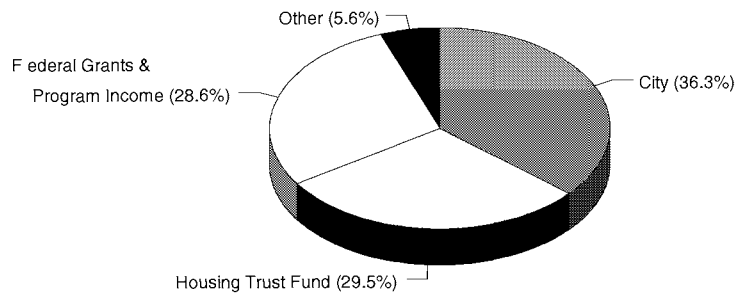
* Financial resources portrayed here do not match the Addendum Table "FY 2006 Housing Program Sources and Uses" as this Financial Resources table does not include any carryover CDBG, HOME, other non-federal or Housing Trust Fund monies. Resources portrayed here include the City Council approved dedication of one cent of Real Estate Tax revenue (\$2,760,185); and the transfer of Recordation Tax revenue (\$889,815) from the Non-Departmental budget to the Office of Housing for affordable housing purposes.

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FY 2006 Approved Expenditures by Type



FY 2006 Approved Funding Sources for the Office of Housing (Total Estimated Funding of \$14.7 Million, Including Carryover Monies)



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City Manager Proposed

Overview

- Personnel - FY 2006 Proposed Personnel increased by \$65,215, or 4.2 percent. This increase is attributable to the cost of employee merit adjustments. This increase is partially offset by the application of a vacancy factor of 3.0 percent, or \$48,131.
- Non-Personnel - FY 2006 decrease in non-personnel is \$157,811, or 6.9%. This decrease is attributable to a decrease in federal funding noted below.

Adjustments to Maintain Current Services and Policies

- This adjustment will fund lease costs for the Office of Housing scheduled to relocate to the Tavern Square building during Spring 2005 - \$195,186 (an amount of \$11,317, used to pay for the cost of leased space at its Herbert Street facility will no longer be needed in FY 2006. This amount will be used to offset Tavern Square rent.) The Office of Housing is moving in order to lessen overcrowding in other departments based in City Hall.

City Council Approved

- The Approved FY 2006 General Fund budget for the Office of Housing reflects all City-wide compensation adjustments for cost living, health insurance, and City Supplemental Retirement Plan employer share cost increases. The FY 2006 Approved budget also includes a new "P" step on the City's salary scale and monies for implementing the results of the City Council approved pay benchmark study. These monies were distributed to departments on a case-by-case basis.
- City Council approved total funding for the new Affordable Housing Initiative in the amount of \$3,650,000. This includes the dedication of one cent of Real Estate Tax revenue in the amount of \$2,760,185 and special fund revenue of \$889,815 from Recordation Tax revenue.

Revenue Issues

- Anticipated special revenue in FY 2006 includes the following changes:
 - Community Development Block Grant (CDBG) funding in FY 2006 is projected at \$1,411,586, a decrease of \$87,414, or 5.8 percent, as compared to FY 2005.
 - CDBG funding in the amount of \$197,000 will be transferred to the Department of Human Services for the administration of homeless prevention services.
 - Home Investment Partnership (HOME) funding in FY 2006 is projected at \$874,864, a decrease of \$39,673, or 4.3 percent, as compared to FY 2005.
 - An amount of \$120,268 received in FY 2005 for the HOME American Dream DownPayment Initiative (ADDI) will not be continued in FY 2006.

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Other Issues

- In addition to the monies shown above, proposed expenditures include a new allocation of \$1,386,700 in estimated carryover Housing Trust Fund monies for the following ongoing programs:
 - \$550,500 for the Moderate Income Housing Program (MIHP)
 - \$400,000 for the Housing Opportunities Fund
 - \$250,000 for new loans in the Employee Homeownership Incentive Program (EHIP)
 - \$111,200 for Home Ownership Connecting Services
 - \$75,000 for the Sellers Incentive fund
 - The non-personnel budget continues to include \$300,000 in City funds to augment funding in the Housing Trust Fund and the federal HOME grant for the Housing Opportunities Fund, which assists with affordable housing development in the City.
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DETAIL BY DIVISION

The Program Administration Division performs overall administrative duties, which include the preparation of all local, State, and federal funding applications and performance reports. In particular, the Division is responsible for preparing the City's federally-mandated Five-Year Consolidated Plan for Housing and Community Development and related One Year Action Plans, which serve as the City's overall housing policy; the application for Community Development Block Grant and Home Investment Partnerships Program funds; and the Consolidated Annual Performance and Evaluation Report (CAPER). The Division administers the City's Housing Trust Fund and seeks to address the housing needs of a variety of income groups by encouraging developers to include affordable housing opportunities in major new construction projects. The Division supports the Implementation Division in administering the Housing Opportunities Fund, created by City Council in FY 2002, to fund feasibility studies, pre-development costs and provide gap financing to developers of affordable sales and rental housing.

The Division also provides staff support for the Affordable Housing Advisory Committee (AHAC) and is the City liaison to the newly created, non-profit Alexandria Housing Development Corporation.

The Office of Housing also works closely with the Alexandria Redevelopment and Housing Authority (ARHA). ARHA, which is governed by a nine-member commission appointed by City Council, provides public housing, Section 8 tenant-based rent subsidies and other assisted housing to lower-income families. ARHA owns, administers and maintains all public housing in the City. ARHA does not receive any general operating monies from the City; however, on occasion, the City may provide funding to ARHA for specific activities.

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DETAIL BY DIVISION

During FY 2005 Office of Housing staff will be working closely on the start up of the newly-created, non-profit Alexandria Housing Development Corporation (AHDC), which will acquire and develop properties to preserve or expand affordable housing in the City.

	ACTUAL FY 2004	APPROVED FY 2005	PROPOSED FY 2006	APPROVED FY 2006
<u>DIVISION:</u> Administration				
All Funds Expenditures*	1,954,826	893,799	972,380 **	985,843 **
<u>FULL-TIME STAFFING</u>	9	9	9	9
* FY 2004 actual expenditures include carryover Housing Trust Fund monies expended from this division.				
** Funding includes an adjustment for the Tavern Square office space lease (\$87,834) in the Administration Division; partially offset by vacancy savings (\$48,131).				

The Landlord-Tenant Relations Division provides staff support for the Landlord-Tenant Relations Board and the Fair Housing Testing Program Advisory Committee. Division staff administer the following programs:

The Fair Housing Testing Program, overseen by the Fair Housing Testing Program Advisory Committee, is designed to identify discriminatory practices in the City's housing market, including rental housing, sales housing, and mortgage lending. Housing staff meet with the management of all entities in which problems are found. Any serious complaints are referred to the City's Human Rights Commission. To date, the City has tested for discrimination in the City's rental market based on race, familial status, a variety of disabilities, sexual orientation, and for discrimination in housing sales on the basis of race and national origin.

The Landlord-Tenant Complaint Mediation Program helps landlords and tenants resolve disputes without resorting to litigation. This City-funded program offers the means for resolving landlord-tenant disputes by informing both parties of their rights and responsibilities under the law and by helping to settle disagreements through open communication.

Fair Housing Training is offered through the Office of Housing to property management and real estate professionals to increase their knowledge of fair housing law and housing discrimination. The City conducts an annual Apartment Manager's Seminar targeted to management staff at Alexandria rental complexes. The seminar includes fair housing training. The Office of Housing also offers on-site fair housing training upon request to apartment managers and real estate industry professionals. This training, conducted by City staff, is more in-depth than the training provided at the Apartment Managers' Seminar and can be tailored to the needs of the individual management company or real estate firm.

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DETAIL BY DIVISION

The Housing and Relocation Information Program is designed to assist persons seeking rental housing in the City and to provide housing-related counseling to persons 18 years of age and older. The program also offers information and counseling on landlord tenant matters which do not rise to the level of a complaint and which do not require staff mediation or intervention.

<u>DIVISION:</u> Landlord Tenant	<u>ACTUAL</u> <u>FY 2004</u>	<u>APPROVED</u> <u>FY 2005</u>	<u>PROPOSED</u> <u>FY 2006</u>	<u>APPROVED</u> <u>FY 2006</u>
All Funds Expenditures	236,527	253,372 *	291,601**	297,597 **
<u>FULL-TIME STAFFING</u>	3	3	3	3
* Reflects the internal transfer of funds between Landlord Tenant Division and the Implementation Division. ** Funding includes an adjustment for the Tavern Square office space lease (\$29,278) in the Landlord Tenant Division.				

INDICATORS AND MEASURES

OBJECTIVE:[Landlord-Tenant Relations] To investigate, counsel and conciliate landlord-tenant complaints and housing inquiries.

	Actual FY 2002	Actual FY 2003	Actual FY 2004	Estimated FY 2005	Projected FY 2006
Landlord-Tenant complaints received*	1,598	1,612	1,022	1,000	1,000
Favorable resolution achieved through staff intervention*	64 %	66 %	49 %	65 %	65 %
Percent referred to courts or other agencies*	33 %	33 %	48 %	34 %	34 %
Percent withdrawn, pending, or unresolved*	1 %	1 %	3 %	1 %	1 %
Housing inquiries received	4,212	3,715	4,210	4,000	4,000
Direct assistance provided*	64 %	62 %	62 %	60 %	60 %
Percent referred to other agencies*	35 %	36 %	37 %	39 %	39 %
Percent withdrawn, pending, or unresolved*	1 %	2 %	1 %	1 %	1 %

* Some complaints and inquires are resolved in more than one way; data represents the percentage of total resolutions, rather than total complaints or inquires. All resolution percentages reflect complaint resolutions only.

The Program Implementation Division seeks to provide low and moderate-income households with affordable housing opportunities, to improve housing conditions, and to bring about greater neighborhood stabilization. To accomplish these goals, the Division administers a number of programs designed to increase homeownership opportunities and provide needed home rehabilitation.

The following is a description of the major programs that target low and moderate-income homeowners and homebuyers:

The Homeownership Assistance Program (HAP) promotes neighborhood and household stability by providing affordable homeownership opportunities to income-eligible, first-time homebuyers. This program provides qualified homebuyers with up to \$50,000 for down payment, principal reduction, settlement costs and interest write-down in the form of

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DETAIL BY DIVISION

interest-free, deferred payment loans. Qualifying homebuyers must contribute \$2,000 or more toward down payment and closing costs and must meet Section 8 lower-income limits for the Washington D.C. metropolitan area as set by the U.S. Department of Housing and Urban Development (HUD). This program also arranges first trust financing at below-market interest rates through the Virginia Housing Development Authority (VHDA).

The Moderate Income Homeownership Program (MIHP), is similar to the Homeownership Assistance Program. This program assists households with incomes between Section 8 and VHDA limits by providing up to \$20,000 in the form of a deferred payment loan for down payment and/or closing cost assistance. The Law Enforcement component of the program was approved by City Council in FY 1998 to encourage income-eligible City of Alexandria police officers and deputy sheriffs to purchase homes in Alexandria Police-designated target areas. These law enforcement officers are eligible for a deferred-payment loan of up to \$50,000, which is \$30,000 more than offered by the regular program, provided that they purchase in the designated areas. This program is funded with Housing Trust Fund monies.

The City's Homeownership Fair has been held for ten consecutive years to provide an opportunity for potential homebuyers to become better educated about the homebuying process and to meet with realtors, lenders, affordable housing providers and City staff regarding homeownership opportunities in the City. The City's Tenth Annual Homeownership Fair was held in April 2004, with more than 600 people in attendance.

The Housing Counseling Program was added to the City's Homeownership program in FY 1999. A private counseling agency under contract with the City provides group counseling for applicants and potential applicants on the home buying process, affordable housing opportunities, affordable financing, credit issues, consumer debt management, and post-purchase homeownership responsibilities, as well as individual homebuyer counseling specific to applicants' individual situations.

The Home Rehabilitation Loan Program enables low-income homeowners in the City to correct code violations and structural problems and to enhance the livability of their homes, thereby preventing condemnation, protecting property values, and contributing to neighborhood preservation. This program provides income-eligible home owners with interest-free, deferred payment loans of up to \$90,000 for construction costs. This limit may be exceeded in order to enable homeowners to address lead-based paint hazards. The Home Rehabilitation Loan Program also offers loans for home improvements to accommodate mobility-impaired persons. The program is available to income-eligible homeowners City-wide.

The Rental Accessibility Modification Program (RAMP) provides grants to income-eligible renters with physical disabilities for accessibility modifications to their rental units, such as wheelchair ramps, grab bars and other similar modifications. Approval of the property

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DETAIL BY DIVISION

owner is required. The program also provides funds to return the rental unit to its non-accessible state once the disabled tenant moves, should the owner request it.

The Housing Opportunities Fund, created by City Council in FY 2002, provides for feasibility studies, pre-development costs and gap financing to developers of affordable sales and rental housing.

The Employer Assisted Housing Program (EAH), initiated on a pilot basis in FY 2002, was developed in partnership with the Alexandria Chamber of Commerce, the Alexandria Economic Development Partnership and the Fannie Mae Northern Virginia Partnership Office to engage Alexandria employers in providing a homeownership benefit to their employees. Individual employers will determine the type of homeownership benefit to be provided. The City will support the employer-assisted housing initiative by offering targeted homeownership counseling services to employees of financially-participating employers at their work site or at another convenient location. Eligible employees can also get down payment and closing cost assistance through the City's HAP and MIHP programs. For employees who are ineligible for HAP or MIHP for reasons other than income (for example, not a first-time homebuyer), the City will match, on a 1:2 basis, the contributions of participating employers who provide financial assistance to their employees.

The Employee Homeownership Incentive Program (EHIP) was established by City Council in June 2004 to encourage City employees to buy homes in the City of Alexandria. EHIP provides unsecured, no-interest loans of up to \$5,000 for the employee's primary residence, up to a maximum purchase price of \$589,097. The loans are repaid upon the sale of the house.

	ACTUAL FY 2004	APPROVED FY 2005	PROPOSED FY 2006	APPROVED FY 2006
DIVISION: Implementation				
All Funds Expenditures*	3,937,151	2,691,447 **	2,482,041***	6,160,260****
FULL-TIME STAFFING	8	8	8	8
* FY 2004 actual expenditures include carryover Housing Trust Fund monies expended from this division.				
** Reflects the internal transfer of funds between Implementation Division and the Landlord Tenant Division. Does not reflect \$1.65 million from new Special Revenues proposed in FY 2005.				
*** Decrease in funding is attributable to a decrease in CDBG funding (\$87,414), a decrease in HOME funding (\$39,673) and the discontinuation of the HOME American Dream Downpayment Initiative (\$120,268) in FY 2006; offset by an adjustment for the Tavern Square office space lease (\$66,757) in the Implementation Division.				
**** Increase in funding is partially attributable to the City Council approved total funding for the new Affordable Housing Initiative in the amount of \$3,650,000. This includes the dedication of one cent of Real Estate Tax revenue (\$2,760,185) and special revenue from Recordation Tax revenue (\$889,815).				

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DETAIL BY DIVISION

INDICATORS AND MEASURES

OBJECTIVE: [Homeownership Assistance Program and Moderate Income Homeownership Program] To provide assistance to low and moderate-income, first-time home buyers who have lived and/or worked in the City of Alexandria for at least six months to purchase homes in the City of Alexandria. Income-eligible police officers and deputy sheriffs are eligible for additional assistance if they purchase in Police-designated target areas.

	Actual FY 2002	Actual FY 2003	Actual FY 2004	Estimated FY 2005	Projected FY 2006
Number of Applications (HAP + MIHP)*	179	187	234	200	200
Total dollar amount of HAP loans (CDBG + HOME)	\$260,100	\$509,436	\$863,164	\$1,250,000	\$1,250,000
Number of HAP loans**	10	16	26	25	25
Average amount of HAP loans**	\$26,010	\$31,840	\$32,527	\$50,000	\$50,000
Average HAP purchase price	\$122,040	\$131,963	\$155,451	\$170,000	\$175,000
Total dollar amount of MIHP loans**	\$193,753	\$399,598	\$574,737	\$500,000	\$500,000
Number of MIHP loans**	16	26	23	25	25
Average MIHP purchase price	\$148,533	\$160,769	\$181,254	\$193,225	\$200,000
Total dollar amount of MIHP law enforcement loans	\$0	\$0	\$35,000	\$100,000	\$50,000
Number of law enforcement loans	0	0	1	2	1
Average law enforcement purchase price	\$0	\$0	\$224,500	\$250,000	\$250,000
Percent of households that still own their homes after five years from year shown***	85%	82%	76%	90%	90%

* Number of applications received indicates the total number of completed applications submitted by applicants. Participants typically do not have home purchase contracts in place at the time of application and may not proceed to homeownership using City assistance.

** Unusually tight market conditions in FY 2002 resulted in fewer loans. Increased program activity in FY 2003 and FY 2004 as well as estimated FY 2005 and projected FY 2006 loans reflect a change in the assistance amounts for the HAP loan program, a change in the sales price limits for both the HAP and MIHP loan programs, a change in VDHA first trust mortgage financing and continued low interest rates.

*** This measure reflects the percentage of households who purchased their homes five years prior to the year shown and still own them in the year shown; for example, in FY 2002, 85 percent of those who received purchase assistance in FY 1997 still own their homes in FY 2002.

OBJECTIVE: [Home Rehabilitation Loan Program] To provide no-interest rehabilitation loans to low and moderate-income homeowners in the City of Alexandria.

	Actual FY 2002	Actual FY 2003	Actual FY 2004	Estimated FY 2005	Projected FY 2006
Number of applications received	20	16	16	15	16
Number of rehabilitation loans obligated*	9	14	11	13	12
Rehabilitation cases in progress**	16	22	18	17	15
Rehabilitation cases completed/percent	8/50%	15/68%	14/74%	14/78%	14/78%
Average loan award***	\$54,272	\$68,529	\$59,757	\$64,534	\$68,953
Percent of assisted persons receiving maximum loan	39%	40%	53%	55%	55%

* Lower than usual loan activity in FY 2002 appears to be an anomaly as compared to FY 2003 and beyond.

** "Rehabilitation cases in progress" can include cases which initiated in the previous year.

*** Effective May 2000, the maximum loan amount may exceed \$90,000 only when necessary to address lead-based paint hazards.

FY 2006 Housing Program Sources and Uses

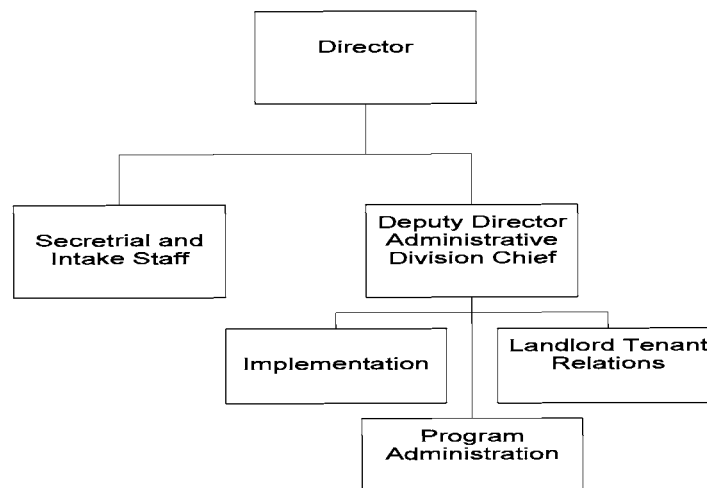
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	ADMIN (1)	LANDLORD TENANT/ FAIR HOUSING (2)	HOMEOWNERSHIP (HAP, MHP, Fair, Sellers Incentive Fund, Employer Assisted Housing, Employee Homeownership Incentive Program) (3)	HOME- OWNERSHIP COUNSELING (4)	HOME- OWNER REHAB (5)	RAMP (6)	HOUSING OPPORTUNITIES FUND (7)	TRANSITIONAL HOUSING (8)	UNALLOCATED HOUSING TRUST FUND (9)	AFFORDABLE HOUSING INITIATIVES (10)	TOTAL
CDBG											
New*	253,106	46,092	341,974		473,742	99,672					1,214,586
Program Income					21,200						21,200
Fees Offset Expend			4,500								4,500
Carryover	<u>55,102</u>		<u>307,731</u>		<u>878,407</u>	<u>61,328</u>					<u>1,302,568</u>
	308,208	46,092	654,205		1,373,349	161,000					2,542,854
HOME											
New	87,486		547,378				240,000				874,864
Carryover	<u>19,761</u>		<u>21,030</u>				<u>726,212</u>				<u>767,003</u>
	107,247		568,408				966,212				1,641,867
GENERAL FUND											
New	957,243	297,597					300,000				1,554,840
New HOME Match			<u>58,210</u>				<u>60,000</u>				<u>118,210</u>
	957,243	297,597	58,210				360,000				1,673,050
HTF**											
New									1,158,441		1,158,441
Carryover											
New Allocation			875,500	111,200			400,000				1,386,700
Prior Allocation			<u>11,500</u>			<u>6,000</u>	<u>825,000</u>	<u>290,000</u>	<u>643,408</u>		<u>1,775,908</u>
			887,000	111,200		6,000	1,225,000	290,000	1,801,849		4,321,049
OTHER NON-FED											
New***			5,500				550,000				555,500
Carryover							5,000				5,000
Carryover HOME											
New Allocation			78,634								78,634
Prior Allocation			<u>5,258</u>				<u>181,553</u>				<u>186,811</u>
			89,392				736,553				825,945
NEW											
Real Property Tax										2,760,185	2,760,185
Real Estate										<u>889,815</u>	<u>889,815</u>
										3,650,000	3,650,000
ALL FUNDS	1,372,698	343,689	2,257,215	111,200	1,373,349	167,000	3,287,765	290,000	1,801,849	3,650,000	14,654,765

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FY 2006 Housing Program Sources and Uses, continued

- * The total estimated FY 2006 Community Development Block Grant (CDBG) amount is \$1,411,586; this amount reflects the transfer of \$197,000 to the Department of Human Services for the administration of homeless prevention services.
 - ** It should be noted that this figure is an estimate of the projected total amount of Housing Trust Fund contributions and interest earnings available through FY 2006. It is not anticipated, nor recommended, that all of these monies would be expended in the fiscal year. Proposals for the use of Housing Trust Fund monies are brought before the Affordable Housing Advisory Committee (AHAC), which makes recommendations to the City Manager and the City Council regarding the Fund. A summary of the projects funded through the Housing Trust Fund is available from the Office of Housing.
 - *** This amount includes \$550,000 non-federal monies used to provide the federally-required local match for HOME program funds, as well as other non-federal funds.
 - **** Includes the City Council approved dedication on one cent of Real Estate Tax revenue of \$2,760,185; and the transfer of \$889,815 from the Non-Departmental budget to the Office of Housing for affordable housing purposes, the source of which will be from the State's increased Recordation Tax revenue, from \$0.05 cents to \$0.083 per \$100 of the value of a deed.
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ECONOMIC DEVELOPMENT ACTIVITIES

PROGRAM DESCRIPTION: This category summarizes City contributions to organizations that provide economic development activities that benefit Alexandria residents. The programs and activities funded under this category are summarized below.

<u>TOTAL FINANCIAL RESOURCES</u>	FY 2004 ACTUAL	FY 2005 APPROVED	FY 2006 PROPOSED	FY 2006 APPROVED
EXPENDITURES <ALL FUNDS> NON-PERSONNEL	<u>2,201,872</u>	<u>2,479,336</u>	<u>2,479,336</u>	<u>2,694,336</u>
TOTAL EXPENDITURES	<u>2,201,872</u>	<u>2,479,336</u>	<u>2,479,336</u>	<u>2,694,336</u>
SPECIAL REVENUES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL SPECIAL REVENUES AND OTHER SOURCES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
GENERAL FUND	<u>2,201,872</u>	<u>2,479,336</u>	<u>2,479,336</u>	<u>2,694,336</u>

PERCENT CHANGE GENERAL FUND - FY 2005 TO FY 2006 APPROVED 8.7%

City Manager Proposed

- It should be noted that the "Economic Development Activities" section of this document (previously titled "Other Planning and Economic Development Activities) has been revised from previous years. City appropriations to the Metropolitan Washington Council of Governments (COG), the Northern Virginia Regional Commission (NVRC) and the Northern Virginia Transportation Commission (NVTC) are now located in the Non-Departmental section of the City's budget. In addition, the appropriation to the Health Systems Agency of Northern Virginia is now included in the "Other Health Activities" section of this document. The Holiday Marketing Initiative, previously budgeted in the Non-Departmental section of the budget, is now included in this "Economic Development Activities" section.
- The Proposed FY 2006 General Fund budget for Economic Development Activities at this time reflects no increase over the FY 2005 Approved Budget of \$2,479,336. At its retreat in November 2004, City Council asked that the Budget and Fiscal Affairs Advisory Committee (BFAAC) conduct a review of economic development activities in the City and report back to Council. ***The budget has set aside \$500,000 as a designation in the Fund Balance, which Council may use to make appropriations to the various economic development activities in the City at a later time, after receiving and considering the report from BFAAC, and conducting any appropriate follow-up reviews.***
- The requests of the various entities are shown in the table below. The requests amount to a net increase of \$541,139, or 21.8 percent over approved FY 2005 funding. The designation of \$500,000 is not meant to be a minimum amount, but only a rough idea of what Council might, as a maximum, decide to use for economic development budget additions.

ECONOMIC DEVELOPMENT ACTIVITIES

City Council Approved

- The Approved FY 2006 General Fund budget for Economic Development Activities reflects City Manager recommended and City Council approved changes suggested in Budget Memo #48. These changes for Economic Development Activities include an increase of \$70,000 to be divided as follows: \$50,000 for ACVA; \$17,000 for AEDP; \$2,000 for the SBDC; and \$1,000 for the Eisenhower Partnership. In addition, the \$500,000 designation in Fund Balance for these entities was eliminated.
- During the Add/Delete process City Council approved the addition of \$50,000 for ACVA, \$60,000 for the SBDC, and \$35,000 for the Marketing Fund.

ECONOMIC DEVELOPMENT ACTIVITIES

AGENCY	FY 2004 ACTUALS	FY 2005 APPROVED	FY 2006 REQUEST	FY 2006 APPROVED	% CHANGE FY 05-06
ACVA /1	1,390,742	1,635,214	2,000,000	1,735,214	6.1%
AEDP - Operating	506,828	534,122	735,475	551,122	3.2%
AEDP- Facade Improvement Program (IDA funds) /2	n/a	n/a	100,000	50,000	n/a
Alexandria SBDC	40,000	60,000	120,000	122,000	103.3%
Eisenhower Partnership	27,524	25,000	30,000	26,000	4.0%
West End Business Association (WEBA)	0	0	35,000	0	n/a
King Street Metro Enterprise Team (KSMET) /3	0	0	0	0	n/a
Marketing Fund	111,778	100,000	100,000	135,000	35.0%
Holiday Marketing Program /4	125,000	125,000	125,000	125,000	0.0%
(LESS) requested transfer of Holiday Marketing Program and IDA funds proposed to be used by AEDP	n/a	n/a	(225,000)	(50,000)	n/a
NET COST TO CITY	2,201,872	2,479,336	3,020,475	2,694,336	8.7%

/1 ACVA is requesting that the \$125,000 Holiday Marketing Program be moved to the ACVA budget in FY 2006. This request was not approved by City Council.

/2 AEDP is proposing a new "facade improvement" program, to be funded with Industrial Development Authority (IDA) funds.

/3 KSMET and Old Town Business Association recently merged. No funding was requested for FY 2006.

/4 The Holiday Marketing Program was previously budgeted in the Non-Departmental section of the budget.

ECONOMIC DEVELOPMENT ACTIVITIES

DEPARTMENT DETAIL

Alexandria Convention and Visitors Association (ACVA): ACVA is a membership-based organization consisting of the City government, the hospitality industry, retail businesses, restaurants, and other individuals and groups with an interest in the City's tourism and hospitality industries. The Alexandria Convention and Visitors Association is incorporated as a separate 501 (c) (6) corporation, which provides the autonomy necessary for the ACVA Board to have direct oversight of tourism and promotion programs and of the ACVA budget. The mission of the ACVA is to promote the facilities, restaurants, attractions, retail businesses and events of the City in order to maximize tax revenues and to share the unique heritage of the City with visitors. The ACVA Visitors Center is located in the historic Ramsay House, located at 221 King Street.

The following chart depicts City funding of the ACVA since its inception.

FY	FY 1998	FY 1999	FY 2000	FY 2001	FY 2002	FY 2003	FY 2004	FY 2005 Approved	FY 2006 Approved
Amount	380,413	580,413	956,378	985,069	1,242,069	1,339,052	1,392,614	1,635,214	1,735,214
City \$ Increased	0	200,000	375,965	28,691	257,000	96,983	53,562	242,600	100,000
% Increase	0%	52.6%	64.8%	3.0%	26.1%	7.8%	4.0%	17.4%	6.1%
Federal \$					\$60,000	\$90,000	\$50,000	\$0	\$0

For FY 2006, ACVA has requested a City appropriation of \$2,000,000, which is an increase of \$364,786, or 22.3 percent. It should be noted that \$125,000 of the requested increase is for the Holiday Marketing Initiative, which ACVA would like to have incorporated into its City appropriation. This would make the net ACVA increase to the City \$239,786. ACVA receives revenue from membership dues, sponsorships, advertising in the Visitors Guide, and from sales and donations at the Visitors' Center. This revenue was \$128,000 in FY 2004; estimated to be \$128,000 in FY 2005 and \$140,000 in FY 2006. The approved City appropriation of \$1,735,214, will be approximately 89.2 percent of ACVA's FY 2006 budget.

	ACTUAL FY 2004	APPROVED FY 2005	PROPOSED FY 2006	APPROVED FY 2006
<u>ALEXANDRIA CONVENTION AND VISITORS ASSOCIATION</u>				
General Fund Expenditures	1,390,742*	1,635,214	1,635,214	1,735,214
* FY 2004 contribution does not include \$50,000 in one-time federal economic development grant funding.				

ECONOMIC DEVELOPMENT ACTIVITIES

DEPARTMENT DETAIL

The Alexandria Economic Development Partnership (AEDP), a joint effort of the City and the Alexandria business community, directs and manages a public/private partnership effort to attract, expand and retain business operations in the City of Alexandria. This effort was established to expand the City's commercial tax base, employment opportunities and trade opportunities for local business; to diversify the City's business base; and to assist in the further development and/or revitalization of commercial areas in the City. This is carried out by targeting and establishing direct contact with new business prospects through direct mail, marketing events, exhibitions and conferences.

The Economic Development Partnership staff work directly with business prospects to provide information and assistance in their relocation and expansion evaluations. In FY 2006, AEDP will continue to target the technology industry, national trade and professional associations, the retail industry, and professional and business service firms, such as attorneys, architects, and financial service firms.

Although AEDP is a "public/private partnership," most of its funding comes from the City of Alexandria, since the Alexandria Industrial Development Authority (IDA) fees are monies collected by a public body and are held by the City of Alexandria and requested by AEDP on an as-needed basis. (IDA monies are accumulated through fees collected on IDA bond issues.) Since FY 2002, essentially 99% of AEDP's budget has come from City General Fund and IDA funds combined. For FY 2006, AEDP has requested a City appropriation of \$735,475, which is an increase of \$201,353, or 37.7 percent, over FY 2005. This increase is primarily driven by two factors. First, AEDP wishes to establish a citywide "facade improvement" program, to be funded through fees collected by the Alexandria Industrial Development Authority. Therefore, AEDP's FY 2006 proposed budget has shifted \$100,000 of IDA funds from normal AEDP operations to fund this new special project. The result is that more City General Funds are needed for AEDP's normal operating expenses. Secondly, AEDP is requesting one new full-time staff, a Program Manager position, at a starting salary of between \$55,000 and \$65,000, to be funded with City General Funds. This position is requested in order to participate in the implementation phase of various targeted Planning & Zoning studies undertaken by the City, including the Arlandria, Mt. Vernon Avenue, and King Street Retail studies.

	ACTUAL <u>FY 2004</u>	APPROVED <u>FY 2005</u>	PROPOSED <u>FY 2006</u>	APPROVED <u>FY 2006</u>
<u>ALEXANDRIA ECONOMIC DEVELOPMENT</u> <u>PARTNERSHIP</u>				
General Fund Expenditures	506,828	534,122	534,122	551,122

ECONOMIC DEVELOPMENT ACTIVITIES

DEPARTMENT DETAIL

The Alexandria Small Business Development Center (SBDC) is part of a Statewide network funded in part by the U.S. Small Business Administration (SBA) and also by local funding partners in each jurisdiction. Local funding partners for the Alexandria SBDC include the City of Alexandria, Virginia Commerce Bank, William D. Euille & Associates and the Alexandria Chamber of Commerce, which serves as its host and provides facilities for its operation. Alexandria SBDC was established in 1996 under the sponsorship of the George Washington University, and was re-organized under the Chamber on July 1, 1999 as a 501 (c) (3) organization. The goal of the SBDC is to stimulate the economy and promote new job opportunities by advancing the growth and success of small businesses. It not only helps new businesses open their doors more efficiently and competently, but also helps existing businesses overcome obstacles and expand their markets. The SBDC also serves as a focal point for the coordination of federal, State, local, academic and private sector resources for small businesses. In recent years Alexandria SBDC played a key role helping local businesses recover from the effects of September 11, 2001 and Hurricane Isabel (September 2003). It not only facilitated the delivery of assistance programs, but also helped owners with strategies to survive the economic downturn.

The increase of \$20,000 approved for FY 2005, which replaced lost SBA funding and a one-time federal economic recovery grant, allowed the SBDC to expand financial/management consultant services to small businesses and provided funds for a federal contracting specialist consultant and a small business specialist. For FY 2006, the SBDC is requesting \$120,000 or a 100 percent increase. The request for \$120,000 in FY 2006 is for 53% of the agency's total budget of \$224,720. The \$120,000 would be used primarily for expanded business management consultant services, but also to off-set expenses to re-instate a small business specialist position (eliminated in mid-2004) and to pay a portion of staff salaries.

	ACTUAL FY 2004	APPROVED FY 2005	PROPOSED FY 2006	APPROVED FY 2006
<u>ALEXANDRIA SMALL BUSINESS DEVELOPMENT CENTER</u>				
General Fund Expenditures	40,000	60,000	60,000	122,000

The Eisenhower Avenue Public Private Partnership is a non-profit organization formed in 1994 to promote the development and redevelopment of the 4.5 mile-long area to the north and south of Eisenhower Avenue between Holland Lane and the western boundary of the City. The Partnership's goals include to serve as a source of information to its members and constituency on items of concern and interest, including proposed transportation improvements, development proposals and partnership activities and events. It facilitates and promotes quality development through active involvement in the approval process with the community, developers and local government. It provides leadership and deliberation for significant initiatives or issues which impact the development and prosperity of the Corridor. It encourages business location, expansion and retention in Alexandria by providing opportunities for networking and advertising. Business objectives for FY 2006 include the continuation of marketing, transportation, planning and membership initiatives, including the promotion of build-to-suit and leasing opportunities. Also, it will monitor the progress of the

ECONOMIC DEVELOPMENT ACTIVITIES

DEPARTMENT DETAIL

Woodrow Wilson Bridge replacement project; work with the City, residents and businesses on the Eisenhower West Study; implement landscape and signage programs; and recruit new members and retain existing members.

For FY 2006, the Eisenhower Partnership is requesting \$30,000, an increase of \$5,000, or 20 percent. As in the past, the funds would be used primarily for marketing activities.

	ACTUAL FY 2004	APPROVED FY 2005	PROPOSED FY 2006	APPROVED FY 2006
<u>EISENHOWER AVENUE PUBLIC PRIVATE PARTNERSHIP</u>				
General Fund Expenditures	27,524	25,000	25,000	26,000

The West End Business Association (WEBA) is a new organization whose purpose is to unify, strengthen, and serve the West End business community. WEBA is actively engaged in recruiting members and planning events, including networking nights, luncheon workshops, and special interest group meetings. As a brand new organization, the City has just been approached for support in FY 2006. WEBA hopes to collect \$26,000 in corporate sponsorships and membership dues in FY 2006 and raise additional funds through program fees at its various events. WEBA is requesting \$35,000 from the City, primarily to hire a part-time executive director and to assist with office expenses.

	ACTUAL FY 2004	APPROVED FY 2005	PROPOSED FY 2006	APPROVED FY 2006
<u>WEST END BUSINESS ASSOCIATION</u>				
General Fund Expenditures	N/A	N/A	N/A	0

The King Street Metro Enterprise Team (KSMET) and Old Town Business Association have recently merged. No funding was requested for FY 2006.

	ACTUAL FY 2004	APPROVED FY 2005	PROPOSED FY 2006	APPROVED FY 2006
<u>KING STREET METRO ENTERPRISE TEAM</u>				
General Fund Expenditures	N/A	N/A	N/A	0

The Marketing Fund is a matching grant program designed to leverage private matching dollars and increase cooperation and coordination among multiple businesses and organizations to promote Alexandria as a destination for visiting, shopping, dining and doing business.

ECONOMIC DEVELOPMENT ACTIVITIES

DEPARTMENT DETAIL

	ACTUAL <u>FY 2004</u>	APPROVED <u>FY 2005</u>	PROPOSED <u>FY 2006</u>	APPROVED <u>FY 2006</u>
<u>MARKETING FUND</u>				
General Fund Expenditures	111,778	100,000	100,000	135,000

The Holiday Marketing Program was previously included in the Non-Departmental budget. It is a program designed to promote Alexandria as a destination for visiting, shopping, and dining during the holiday season. Prior to FY 2005, these funds were used for the free holiday parking program. It should be noted that the Alexandria Convention and Visitors Association (ACVA) requested that the Holiday Marketing Program be included in its base budget appropriation from the City beginning in FY 2006. This request was not approved by City Council.

	ACTUAL <u>FY 2004</u>	APPROVED <u>FY 2005</u>	PROPOSED <u>FY 2006</u>	APPROVED <u>FY 2006</u>
<u>HOLIDAY MARKETING PROGRAM</u>				
General Fund Expenditures	125,000	125,000	125,000	125,000

ECONOMIC DEVELOPMENT ACTIVITIES

DEPARTMENT DETAIL

As shown in Addendum Table I, the FY 2006 Approved Budget includes a total of \$2,719,336 in direct operating expenditure support for economic development activities. This excludes operating costs in the City budget for various economic development-related programs.

<u>Addendum Table I</u> <u>Total Direct Support for Economic Development Activities</u>		Approved FY 2006 <u>Resources</u>
Alexandria Convention and Visitors Association (ACVA)		\$ 1,735,214
Alexandria Economic Development Partnership (AEDP) - Operating		551,122
Alexandria Economic Development Partnership (AEDP) - Facade improvement		50,000
Eisenhower Avenue Public Private Partnership		26,000
King St. Metro Enterprise Team (KSMET)		0
West End Business Association (WEBA)		0
Alexandria Small Business Development Center		122,000
Alexandria Marketing Fund		135,000
Holiday Marketing Program		125,000
Fall Arts Festival support (funds in Non-Departmental)		25,000
Total Direct Expenditure Support		<u>\$ 2,769,336</u>
(LESS) Industrial Development Authority (IDA) fees		(50,000)
NET DIRECT EXPENDITURE SUPPORT		<u>\$2,719,336</u>

In addition to this direct support for economic development activities, an essential component of the City's overall approach to economic development is maintaining a safe, sound, clean and attractive community. Please refer to the City's six-year Capital Improvement Program for additional information.

PLANNING AND ZONING

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GOALS, FUNCTIONS & RESPONSIBILITIES: The mission of the Department is to create a common vision for the future of Alexandria through a proactive community planning effort that incorporates involvement of all stakeholders in a consensus building process and assures that all new development reflects the community's vision.

OBJECTIVES:

- To respond to inquiries from the public concerning zoning and subdivision regulations and to review business license, building permits (other than development special use permits), certificates of occupancy and inspections for compliance with zoning and subdivision requirements in a timely manner.
 - To review and analyze applications for construction and demolition within the City's two historic districts for compliance with the historic district regulations.
 - To prepare recommendations and reports on non development-related issues for the Planning Commission and City Council.
 - To review and analyze development, special use permit, master plan, rezoning, encroachment and vacation applications, including design elements. Prepare recommendations and reports on these issues for the Planning Commission and City Council. Provide administrative support to the Planning Commission.
 - To provide mapping and graphics support for the reports and for the tax assessment process.
 - To improve services and decision making by ensuring accurate and consistent geographic data is available to all City departments and the public.
-

PLANNING AND ZONING

TOTAL FINANCIAL RESOURCES

	FY 2004 ACTUAL	FY 2005 APPROVED	FY 2006 PROPOSED	FY 2006 APPROVED
EXPENDITURES <ALL FUNDS>				
PERSONNEL	2,597,449	3,152,484	3,305,453	3,406,765
NON-PERSONNEL	684,009	397,683	513,238	513,238
CAPITAL GOODS OUTLAY	<u>131,406</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL EXPENDITURES	<u>3,412,864</u>	<u>3,550,167</u>	<u>3,818,691</u>	<u>3,920,003</u>
SPECIAL REVENUES AND OTHER SOURCES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL SPECIAL REVENUES AND OTHER SOURCES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
GENERAL FUND	<u>3,412,864</u>	<u>3,550,167</u>	<u>3,818,691</u>	<u>3,920,003</u>

PERCENT CHANGE GENERAL FUND - FY 2005 TO FY 2006 APPROVED 10.4%

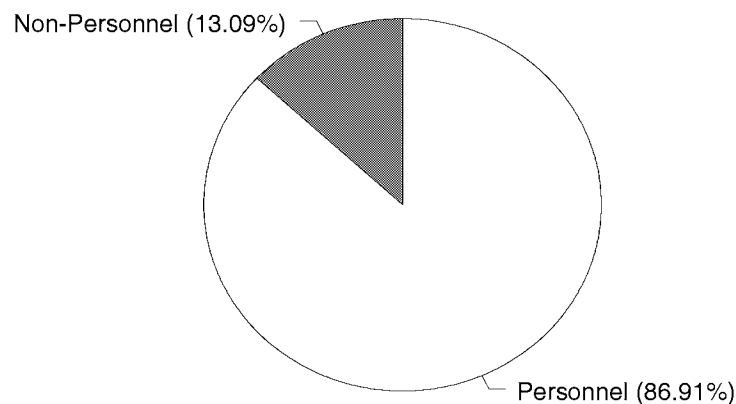
FULL-TIME POSITIONS	35.0	37.0 *	37.0	37.0
PART-TIME POSITIONS (FTE)	0.5	0.5	0.5	0.5
AUTHORIZED OVERHIRES (FULL-TIME)	2.0	3.0**	4.0***	4.0***
TOTAL AUTHORIZED POSITIONS	37.5	40.5	41.5	41.5

* Reflects the approved supplementals of adding a Neighborhood Planner II in the Neighborhood Planning and Community Development Division to help provide professional staffing for neighborhood outreach efforts; and a Senior Planning Technician in the GIS Division to help produce maps and various GIS graphics.

** Approved overhires include: two Urban Planner I positions in the Development Division and a Neighborhood Planner II to help provide development review and oversight of the redevelopment of the Landmark Mall.

*** Reflects the approved supplemental of adding a temporary overhire full-time Neighborhood Sign Planner (Urban Planner II) position beginning October 1, 2005, to facilitate two City sign programs to be planned and then implemented later in FY 2006.

FY 2006 Approved Expenditures by Type



PLANNING AND ZONING

City Manager Proposed

Overview

- Personnel - FY 2006 Proposed Personnel increased by \$152,969, or 4.9 percent. This increase is attributable to the cost of employee merit adjustments and to a supplemental budget request described below. The merit adjustments were partially offset by the application of a vacancy factor of 5.3 percent, or \$178,726.
- Non-Personnel - FY 2006 increase in non-personnel is \$115,555, or 29.1 percent. For details on this increase please see adjustments to maintain current services and policies and supplemental budget requests described below.

Adjustments to Maintain Current Services and Policies

- An adjustment for increased cost for temporary services to provide additional administrative support in the department - \$35,000
- The transfer of annual maintenance costs for the City's enterprise Graphical Interface System (GIS) software, from the Capital Improvement Program (CIP) to the department's non-personnel budget in FY2006 - \$30,000.

City Council Approved

- The Approved FY 2006 General Fund budget for Planning and Zoning reflects all City-wide compensation adjustments for cost of living, health insurance, and City Supplemental Retirement Plan employer share cost increases. The FY Approved budget also includes a new "P" step on the City's salary scale and monies for implementing the results of the City Council approved pay benchmark study. These monies were distributed to departments on a case-by-case basis.

Supplemental Budget Requests

Approved

- Neighborhood Sign Planner (Urban Planner II) \$59,351
This approved supplemental request will fund a two-year temporary overhire Neighborhood Sign Planner (Urban Planner II) position beginning October 1, 2005, the costs of which will be \$59,351 in FY 2006. Full-year cost in FY 2007 will be \$79,133. The incumbent will coordinate two sign programs to be planned and implemented in the City late in FY 2006: the overall City wayfinding sign program and the residential neighborhood sign program. Both of these programs are funded in the CIP.
- Temporary Services \$45,114
This approved supplemental request will fund a temporary full-time GIS Technician position. The incumbent will maintain all GIS maps and graphics in the department. The costs for this temporary position will reduce GIS development costs budgeted in the CIP by \$30,000 a year.

PLANNING AND ZONING

Supplemental Budget Requests, continued

Approved, continued

- Annual User Conference \$2,500
This approved supplemental request will fund an Environmental Systems Research Institute (ESRI) user conference to be attended by GIS staff during FY 2006. This conference will educate staff on all facets of GIS applications and data, enabling them to provide useful feedback during City application acquisition and/or upgrade processes.
- Professional Consulting Services * *
An amount of \$570,000 is approved in the Non-Departmental account for needed studies of key areas in the City. This, coupled with \$226,017 in funding in the Planning and Zoning budget, brings the total funding for planning studies to \$796,017, an increase of \$75,000, or 10.4 percent, as compared to FY 2005 (\$721,017).

Not Approved

- To fund an Urban Planner I position to provide Zoning counter support in the department - \$62,737
- To fund an Administrative Officer I position to coordinate all administrative processes in the department - \$68,638

Expenditure Reductions

- Efficiencies - Expenditure savings of \$35,502 are included in the above mentioned vacancy savings of \$178,726. The Department of Planning and Zoning has increased its total vacancy factor from 2.4 percent, or \$68,635, to 5.3 percent, or \$178,126, to more accurately reflect expected turnover.

DEPARTMENT DETAIL

The Department of Planning and Zoning is responsible for legal, regulatory, and enforcement functions related to land-use requirements and long-term community-based land-use planning.

In order to enforce the City Code zoning ordinances, urban design guidelines, and specific development procedures, Planning and Zoning provides information and analysis to City Council, the Planning Commission, the Board of Zoning Appeals, the two Boards of Architectural Review, the City Manager, City agencies, and the public. Planning and Zoning is also responsible for developing and administering the Master Plan, Zoning Ordinance, and Special Use Permits.

PLANNING AND ZONING

DEPARTMENT DETAIL

In order to plan for long-term land use and development, Planning and Zoning coordinates with local neighborhoods and communities to review development opportunities and needs, plan for future land use and development, establish design standards and guidelines, and analyze such land use and zoning issues as parking requirements, in-fill development, and open space regulations.

The Department reviews and makes recommendations on land development applications in order to ensure that projects are consistent with the highest quality design and planning and are compatible with the applicable City standards, guidelines and policies. Planning staff also review and make recommendations on use permit and variance requests, work to ensure that new buildings and uses have the least impact on neighboring properties and are operated to minimize any impacts on the surrounding area. In all cases, Planning staff work with the neighborhoods to ensure that residents understand the proposals that affect them.

In support of these objectives, Planning and Zoning maintains and analyzes demographic and economic data, provides urban design assistance for City and private development projects. It operates the Geographic Information Systems (GIS) database network, and provides expertise to the public related to zoning and development requirements, future trends, and development and market activity.

Administration Division - provides overall planning, supervision and support services for the department.

<u>DIVISION:</u> Administration	<u>ACTUAL</u> <u>FY 2004</u>	<u>APPROVED</u> <u>FY 2005</u>	<u>PROPOSED</u> <u>FY 2006</u>	<u>APPROVED</u> <u>FY 2006</u>
General Fund Expenditure	1,294,975 *	881,868**	954,930 ***	976,142 ***
<u>FULL-TIME STAFFING</u>	7	7	8 ****	8 ****
* Includes reappropriated funding from previous-year encumbrances and the transfer of monies from the non-departmental budget to fund ongoing planning activities.				
** Includes two approved supplemental requests to fund increased printing and photocopying (\$13,000) and office supplies (\$6,000) costs due to an ongoing need for various assigned projects; offset by a vacancy reduction of \$68,635 and efficiency-based expenditure reductions of \$5,971. City Council approved \$10,000 in additional funding for land use and zoning education seminars via the add/delete process.				
*** Includes an adjustment for increased cost for temporary services (\$35,000); the transfer of annual maintenance costs for the City's enterprise GIS software, from the CIP to the department's non-personnel budget (\$30,000); partially offset by vacancy reductions (\$178,726).				
**** Reflects the transfer of the City Architect position from the Neighborhood Planning and Development Division to the Administration Division.				

Land Use Services Division – The Land Use Services Division, formerly known as the Regulatory Processes Division, was created in FY 2003 and implemented officially during FY 2004. This division is a consolidation of the former Zoning Administration, Historic Preservation, and Planning Commission divisions.

PLANNING AND ZONING

DETAIL BY DIVISION

In its public zoning administration capacity, Land Use Services assists the residents of Alexandria with information regarding the Department, the permit process, and the zoning ordinance, and it responds to complaints. Internally, Land Use Services review plot plans, building permits, administrative permits, mechanical permits, electrical permits, sign permits, certificates of occupancy, and business licenses for consistency with the City's land use regulations. It reviews proposed development and Historic District applications for compliance with the City's zoning ordinance. It reviews, processes, and provides recommendations to the Board of Zoning Appeals on variance, special exception, and appeal cases. It inspects properties for zoning ordinance violations and land use approvals, issues citations for violations and assigns new development street addresses.

In its historic preservation capacity, Land Use Services processes applications to change building exteriors within historic districts; provides facts regarding historic preservation issues to other agencies; and provides staff support and analysis to the Old and Historic Alexandria District Board of Architectural Review and Parker-Gray Board of Architectural Review.

In its work with the Planning Commission, Land Use Services provides support on non-development related items through the development of staff reports and recommendations, responses to information requests, and the provision of administrative support.

<u>DIVISION:</u> Land Use Services	<u>ACTUAL</u> <u>FY 2004</u>	<u>APPROVED</u> <u>FY 2005</u>	<u>PROPOSED</u> <u>FY 2006</u>	<u>APPROVED</u> <u>FY 2006</u>
General Fund Expenditures	677,697	856,937	996,314	1,031,537
<u>FULL-TIME STAFFING</u>	12	12	12	12

INDICATORS AND MEASURES

OBJECTIVE: [Zoning] To respond to inquiries from the public concerning zoning and subdivision regulations and to review business license, building permits (other than development special use permits), certificates of occupancy and inspections for compliance with zoning and subdivision requirements in a timely manner.

	Actual FY 2002	Actual FY 2003	Actual FY 2004	Estimated FY 2005	Projected FY 2006
Number of Business Licenses Processed	1,954	1,987	1,873	1,990	1,990
Number of Certificates of Occupancy Processed	100	113	159	160	160
Number of Building Permits Processed*	2,475	3,983	3,802	3,900	3,900
Number of Variances Processed	117	84	53	60	60
Number of Zoning Compliance Letters	54	50	86	100	100
Number of Zoning Enforcement Inspections	495	452	654	650	650
Number of Zoning Tickets Issued	360	283	121	120	120
Number of Complaints Resolved	261	268	297	300	300

* Includes mechanical, electrical & sign permits.

PLANNING AND ZONING

DETAIL BY DIVISION

OBJECTIVE: (Historic Preservation) To review and analyze applications for construction and demolition within the City's two historic districts for compliance with the historic district regulations.

	Actual FY 2002	Actual FY 2003	Actual FY 2004	Estimated FY 2005	Projected FY 2006
Historic Preservation Docket Items Processed	360	309	302	340	340
Building Permits Reviewed*	1,000	1,100	1,100	1,000	1,000
Certificates of Occupancy Reviewed	90	110	70	90	90

* Includes mechanical, electrical & sign permits when new developments generate multiple permits.

Development Division - Coordinates development applications including pre-application meetings, application reviews, comments from other City agencies, community input, staff analysis, and recommendations to the Planning Commission and City Council. Applications include Development Special Use Permits, Coordinated Development District (CDD) permits, Development Site Plans, subdivisions, encroachments, and vacations. Development also reviews Master Plan amendment and rezoning requests and post-approval submissions.

	ACTUAL FY 2004	APPROVED FY 2005	PROPOSED FY 2006	APPROVED FY 2006
<u>DIVISION:</u> Development				
General Fund Expenditures	578,206	677,601	752,879 *	772,644 *
<u>FULL-TIME STAFFING</u>	6	6	6	6
* Includes the transfer of one full-time temporary overhire Urban Planner III position from the Neighborhood Planning and Community Development Division to the Development Division to help provide development review in the department.				

INDICATORS AND MEASURES

OBJECTIVE: [Development] To review and analyze development, special use permit, master plan, rezoning, encroachment and vacation applications, including design elements. Prepare recommendations and reports on these issues for Planning Commission and City Council. Provide administrative support to the Planning Commission. Provide mapping and graphics support for the reports and for the tax assessment process.

	Actual FY 2002	Actual FY 2003	Actual FY 2004	Estimated FY 2005	Projected FY 2006
Planning Commission Docket Items Processed	250	250	215	250	250
Development Applications Processed	55	62	65	65	65
Master Plan Amendments & Rezonings	17	16	2	5	5
Final Site Plans Reviews	65	70	77	75	75
Final Site Plans Released	13	16	15	20	20
Total Active Development Plans	100	100	100	100	100
Building Permits Reviewed	1800 *	250	250	255	255

* Code Enforcement implemented new procedures whereby Development no longer reviews separate mechanical or electrical permits for development.

PLANNING AND ZONING

DETAIL BY DIVISION

Neighborhood Planning and Community Development – Neighborhood Planning and Community Development is a division created in FY 2002 to provide community-based long range planning, immediate analysis and recommendations regarding the physical development and appearance of the City. The division acts by developing and implementing the Plan for Planning; analyzing land use and zoning patterns; advising other agencies on land use, design, demographics, preservation, economic development, and other planning and transportation issues; and building consensus on development alternatives through a community-based planning process.

During the division's first three years, long-range planning efforts focused on the City-wide planning process for the Eisenhower East area, the Upper Potomac West/Arlandria and Mt. Vernon/Del Ray neighborhoods in the Potomac West area, and a retail strategy effort for King Street. In addition, new efforts were initiated for the Hunting Point and Landmark/Van Dorn areas.

The main emphasis of the Eisenhower East Planning Study (begun in FY 2002 and completed/adopted in FY 2003) was to develop a street network, and strategies for land use, urban design and streetscape, in order to transform Eisenhower East's approved level of development into an urban, pedestrian-friendly place, while reducing traffic impacts and increasing transit usage at the Eisenhower Metro Station. The final plan was the result of community consensus and evolved through a series of educational and community workshops.

In the Upper Potomac West/Arlandria planning effort (begun in FY 2002 with plan adopted in FY 2003), staff worked with the community to prepare a long-range vision for the neighborhood and to define and implement short- and mid-term actions. The overriding goal was to create a more attractive and functioning environment for private investment in the neighborhood, in concert with the long-range vision for revitalization. The division staff are involved in ongoing implementation efforts for these two plans.

The Mt. Vernon/Del Ray planning effort (begun in late FY 2003 with completion in FY 2005) focuses on the formulation of a business and development strategy to maintain the existing businesses; and a form-based approach to ensure compatible infill development activity with minimal adverse impact on the adjoining residential neighborhood.

The King Street Retail Study (begun in FY 2004 with completion in FY 2005) involves the preparation of a strategic plan to help this retail district compete with the growing destination retail locations in the metropolitan area.

In FY 2005, the division initiated a planning effort for the Landmark/Van Dorn area to address pedestrian circulation, traffic and other development issues in a manner that can help transform the area into a true town center for the West End. The division has also undertaken planning for the Hunting Point properties south of the Woodrow Wilson Bridge/Beltway; drafted streetscape guidelines for the Washington Street corridor and provided evaluation of Census information for Departments City-wide.

PLANNING AND ZONING

DETAIL BY DIVISION

As outlined in the Plan for Planning, in the upcoming fiscal year the division will be undertaking planning efforts in the Landmark/Van Dorn area, the Braddock Road Metro Station area, and the Alexandria waterfront area, and will be initiating work on a Neighborhood Infill Study. In addition, the division will continue to work on the updated transportation element of the Master Plan, with T&ES, and will initiate a study of the City's industrial areas and economic base.

<u>DIVISION:</u> Neighborhood Planning and Community Development	<u>ACTUAL</u> <u>FY 2004</u>	<u>APPROVED</u> <u>FY 2005</u>	<u>PROPOSED</u> <u>FY 2006</u>	<u>APPROVED</u> <u>FY 2006</u>
General Fund Expenditures	505,442	723,891 *	629,794 **	644,479 **
<u>FULL-TIME STAFFING</u>	5	6 *	5 **	5 **
<p>* Includes approved supplementals to add 1) a Neighborhood Planner II (\$70,858) in the Neighborhood Planning and Community Development Division to help provide professional staffing for neighborhood outreach efforts; and 2) a two-year temporary overhire Neighborhood Planner II (\$70,858) to help provide development review and oversight of the redevelopment of the Landmark Mall.</p> <p>** Includes a two-year full-time temporary overhire Neighborhood Sign Planner (\$59,351) beginning October 1, 2005, to facilitate two sign programs to be implemented in the City during FY 2006; offset by the transfer of the City Architect and a temporary overhire Urban Planner III from the Neighborhood Planning and Community Development Division to the Administration and Development Divisions, respectively.</p>				

Geographical Information System (GIS) technology is distributed to various users via several approaches; out-of-the-box software, custom applications, including web based applications and GIS tools and data embedded in task specific applications such as Public Safety's Computer Aided Dispatch Program. For applications maintained by the GIS Division, training is also provided. For those applications maintained outside the GIS Division, the focus is on integration with GIS. During FY 2005 the Division will be launching a Base Mapping internet application to let both City employees and the public make simple maps via the web.

Ad Hoc projects are requested of the Division to support planning projects such as massing studies as well as other departments who either lack GIS resources or whose project is of a nature that requires a high-end GIS practitioner.

<u>DIVISION:</u> GIS*	<u>ACTUAL</u> <u>FY 2004</u>	<u>APPROVED</u> <u>FY 2005</u>	<u>PROPOSED</u> <u>FY 2006</u>	<u>APPROVED</u> <u>FY 2006</u>
General Fund Expenditures	356,544	409,870 *	484,774**	495,201**
<u>FULL-TIME STAFFING</u>	5	6 *	6	6
<p>* Includes an approved supplemental request to fund a GIS Senior Planning Technician position to assist the department with producing maps and various GIS graphics.</p> <p>** Includes an approved supplemental request to fund a full-time temporary GIS Technician position (\$45,114), to maintain all GIS maps and various graphics in the department; and to fund an annual Environmental Systems Research Institute (ESRI) conference (\$2,500) to be attended by GIS staff during FY 2006.</p>				

PLANNING AND ZONING

DETAIL BY DIVISION

INDICATORS AND MEASURES

OBJECTIVE: [GIS] To improve services and decision making by ensuring accurate and consistent geographic data is available to all City departments and the public.

	Actual FY 2002	Actual FY 2003	Actual FY 2004	Estimated FY 2005	Projected FY 2006
GIS Viewers	130	200	1,000	1,000	1,000
GIS Occasional Users	30	50	60	60	60
GIS High-End Users	7	15	20	20	20

